

Colonel White

7E-12 Hqs.

DD / S REGISTRY
FILE *Personnel* //

Attached is a rewrite of the proposal on Family Visits to the Headquarters Building. It deletes reference to the plan to serve refreshments in the south cafeteria and adds an item about the special historical exhibit which Walter Pforzheimer is planning in connection with the building tour.

SIGNED Alan M. Warfield

Alan M. Warfield

Acting Deputy Director for Support

7D-24 Hqs.

AEO-DD/S:WFV:ews (27 April 66)

Distribution:

- Orig - Adse w/O & 1 cc DD/S 66-2095
- ✓ - DD/S Subject w/cc of DD/S 66-2095
- 1 - DD/S Chrono

DD/S 66-2095: Memo dtd 2 April to DDCI fr A-DDS,
subj: "Family Visits to CIA Headquarters"

Suspended till July.

27 APR 1966

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Family Visits to CIA Headquarters

1. This memorandum submits in paragraph 3 a proposed plan for your approval that would enable Agency employees and their families to visit Headquarters during non-working hours for a brief orientation program in the auditorium and a tour of the Headquarters building.

2. To facilitate the planning and conduct of such a program, a small working group has been formed comprised of representatives from the Director's Office, each of the Deputy Directorates, the Office of Security, the Logistics Services Division, and the Office of Training. This group has developed the following proposals which have been agreed to in principle by each of the Deputy Directorates:

(a) SCHEDULE

Visits should be made on successive Saturday afternoons beginning 7 May 1966 (but skipping 28 May because of the holiday weekend.) To simplify the registration of guests and other arrangements, employees should, to the extent feasible, be scheduled for their visits according to the Directorate in which they work.

[redacted]
guests can be accommodated each Saturday. No reliable estimate is available of the total number who may want to join in the program,

[redacted] can participate. If sufficient demand exists for additional dates, these should be scheduled next fall.

(b) PROGRAM

Each visit should begin with a 30-minute program in the auditorium consisting of: a brief welcome by senior Agency officials; a 20-minute unclassified presentation by the Office of Training on the Role of CIA in the National Security Structure; and, if the

ILLEGIB

host Directorate wishes, a few remarks from its officials designed to point up the importance of the types of work done by employees in the audience.

From the auditorium employees would escort their families to the main building for a tour including: the Library, Credit Union, Medical Offices, Director's conference room, USIB conference room, and the employee's own office--subject to any limitation imposed by its location or by his component. As a special feature for the tour, the Curator of the Historical Intelligence Collection is arranging several very interesting displays in the "D" corridor area.

ILLEGIB

(c) SECURITY

Security arrangements for the program will be covered in a detailed plan developed by the Office of Security. The plan contemplates: advance registrations showing the name and component of each employee and the number and names of his guests; distinctively colored registration badges to be worn during the visits identifying guests by scheduled date and hour; a roving security patrol in the main building to answer questions and check the building after the last tour each day; and the understanding that each employee is responsible for escorting his family while in the main building.

(d) COST ESTIMATE

For five Saturday afternoons and a maximum
visitors:

STAT

Guard Service	\$1,500
Registration Badges	375
	<u>\$1,875</u>

3. It is recommended that you approve the general approach outlined above. We will then proceed with the detailed planning, including publication of the attached employee bulletin.

SIGNED Alan M. Warfield

Alan M. Warfield
Acting Deputy Director
for Support

ILLEGIB

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Approved For Release 2003/05/05 : CIA-RDP84-00780R001400060006-7

SUBJECT: Family Visits to CIA Headquarters

The recommendation contained in paragraph 3 is approved.

Richard Helms

Date

Deputy Director of Central Intelligence

Distribution:

Orig - DD/S

1 - ER

1 - DD/S Chrono

✓ 1 - DD/S Subject (w/held)

AEO-DD/S:WFV:sas (18 April 66)

Retyped:ews (20 April 66)

Rewritten:WFV:ews (26 April 66)(For Acting DDS signature)

Approved For Release 2003/05/05 : CIA-RDP84-00780R001400060006-7

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HEADQUARTERS
EMPLOYEE BULLETIN

(Date)

FAMILY VISITS TO AGENCY HEADQUARTERS

To give the families of staff employees an opportunity to see the Headquarters Building and to learn something of the role of the Agency in the national security structure, arrangements have been made for a series of family visits to the building on Saturday afternoons as outlined below.

GUESTS:

Staff employees in the metropolitan area and witting members of their immediate families living with them are invited to participate in this special program. Children visiting the building should be old enough, however, to appreciate an auditorium presentation lasting approximately half an hour.

DATES:

Visits will be scheduled on Saturday afternoons as follows:

7 May	DD/S
14 May	DD/I
21 May	DD/S&T and DCI
4 June	DD/P
11 June	Extra Session

On each of the afternoons there will be several group sessions at hourly intervals depending upon the number of visitors. The first session will start at 1 p.m.

PARKING:

Since the north gate at the Memorial Parkway entrance to the Headquarters area is closed on Saturday afternoon, visitors will use the

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south entrance from Route 123. All parking areas except those marked "reserved" may be used. On arrival guests should go directly to the auditorium, using the main entrance except in inclement weather when the bus terminal entrance will also be open.

PROGRAM:

After a brief welcome by senior officials of the Agency, there will be a twenty-minute presentation on the role of the Agency and its contribution to national security. Instructions will then be given for a tour of the building that will include the Library, the Credit Union, and the Medical Offices on the first floor, and the conference rooms of the Director and the USIB on the seventh floor. Employees who work at Headquarters may also wish to have their families see their offices unless, of course, the office is located in an area where personnel are on duty or classified material is exposed. As a special feature of the tour, a number of very interesting items from the historical intelligence collection will be on display in the exhibit area of Corridor I-D. Guests should leave the building by the south cafeteria exit.

RESERVATIONS:

A representative of your component will contact you to determine whether you and your family wish to visit the Headquarters Building. He will make your reservation and provide registration badges for you and your family that indicate the date and time for your visit. These badges will be worn throughout the entire visit and will be picked up at the building exit when you depart.

SECURITY:

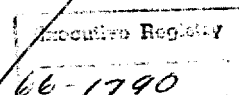
Employees will also be required to display Agency badges while in the main building and will act as security escorts for their families, identifying them upon entering and leaving the main building. Sponsors are reminded that cameras are not permitted on the grounds, nor can packages be brought into the building.

Further information may be obtained through your Administrative Officer.

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20 APR 1966



MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Family Visits to CIA Headquarters

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guests can be accommodated each Saturday. No reliable estimate is available of the total number who may want to join in the program, [redacted] can participate. If sufficient demand exists for additional dates, these should be scheduled next fall.

(b) PROGRAM

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ADMINISTRATIVE - INTERNAL USE ONLY

host Directorate wishes, a few remarks from its officials designed to point up the importance of the types of work done by employees in the audience.

From the auditorium employees would escort their families to the main building for a tour including: the Library, Credit Union, Medical Offices, Director's conference room, USIB conference room, and the employee's own office--subject to any limitation imposed by its location or by his component. To conclude the tour, free refreshments (beverage and cookies) would be served in the south cafeteria.

(c) SECURITY

Security arrangements for the program will be covered in a detailed plan developed by the Office of Security. The plan contemplates: advance registrations showing the name and component of each employee and the number and names of his guests; distinctively colored registration badges to be worn during the visits identifying guests by scheduled date and hour; a roving security patrol in the main building to answer questions and check the building after the last tour each day; and the understanding that each employee is responsible for escorting his family while in the main building.

(d) COST ESTIMATE

STAT

Guard Service	\$1,500
Registration Badges	375
Refreshments	<u>2,200</u>
	\$4,075

3. It is recommended that you approve the general approach outlined above. We will then proceed with the detailed planning, including publication of the attached employee bulletin.

STAT

for
R. L. Bannerman
Deputy Director
for Support

Att: Proposed Employee Bulletin

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Richard Helms
Deputy Director of Central Intelligence

Date

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south entrance from Route 123. All parking areas except those marked "reserved" may be used. On arrival guests should go directly to the auditorium, using the main entrance except in inclement weather when the bus terminal entrance will also be open.

PROGRAM:

After a brief welcome by senior officials of the Agency, there will be a twenty-minute presentation on the role of the Agency and its contribution to national security. Instructions will then be given for a tour of the building that will include the Library, the Credit Union, and the Medical Offices on the first floor, and the conference rooms of the Director and the USIB on the seventh floor. Employees who work at Headquarters may also wish to have their families see their offices unless, of course, the office is located in an area where personnel are on duty or classified material is exposed. At the end of the tour light refreshments will be served in the South Cafeteria. Guests should leave the building by the cafeteria exit.

RESERVATIONS:

A representative of your component will contact you to determine whether you and your family wish to visit the Headquarters Building. He will make your reservation and provide registration badges for you and your family that indicate the date and time for your visit. These badges will be worn throughout the entire visit and will be picked up at the building exit when you depart.

SECURITY:

Employees will also be required to display Agency badges while in the main building and will act as security escorts for their families, identifying them upon entering and leaving the main building. Sponsors are reminded that cameras are not permitted on the grounds, nor can packages be brought into the building.

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